

## Introduction to the CPA Exam Tool – Instructor Edition

Welcome!

This document will introduce you to the Instructor Tools (IT) available in your CPA Exam Tool (ET)

The ET was created to familiarize your students with key aspects of the Certified Public Accountants exam. You may simply create a course for your student’s private use, or use it as part of a course syllabus.

Should you choose to use the software to award credit or assign homework the instructor tools will make monitoring and assessing your students’ performance as simple as possible.

**Note:** If you have not done so already, we recommend reading the "Introduction to the CPA Exam Tool – Student Edition" for a general introduction to the ET before exploring the instructor tools.

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## I. Course Creation and Sign In

You will be creating a private course and populating it with content using a portion of the CPA Exam Tool source material. The source material contains 4 exam parts, each with 700 multiple exam questions and a variable number of simulations.

Once you have created your own copy of the material, you will be able to

- Organize the lessons into assignments
- Set assignment due dates
- View student grades
- Control who has access to your course
- Email any or all students enrolled in your student roster

1. Open a browser, navigate to [www.cpaexcel.com/register](http://www.cpaexcel.com/register) and click the “Create an Account” button. Completing this registration form will enter you into the Efficient Learning System and create your unique copy of your chosen part of the ET source material

There are several things you should be aware of at this account creation stage:

- The email address will be used for all correspondence with students enrolled in your course. It is also the address to which you will receive important information such as your username, password and course code so please be sure you have entered it correctly.
  - The serial number you are required to enter here, was provided to you by your course provider
  - By default, the system will also create a corresponding set of assignments with due dates. The due dates of these assignments will be regularly distributed between the start and end dates you enter on this form.
  - If you choose not to enter a course complete date, the system will space assignment due dates at one week intervals - the first will be due 7 days after your course starts. Once you are inside the supplement, you will have the opportunity to edit all aspects of your assignment, including these dates.
2. Click “Submit”. Clicking submit will validate your serial number, create your course and generate the course code your students will need to open accounts of their own. This information will be emailed to you, and is available from the course maintenance page inside the software

*At this point there is no more you need to do.*

TheELS platform will automatically enroll students in your course, place them in the roster and enter their scores in your gradebook. If you wish to fine tune your course or monitor student progress however, it will be necessary to sign in and use the Instructor tools








## II. Getting Started with the Instructor Tools

Once you have signed in you'll notice your new course in the drop down menu (called the 'Course Selector' and located in the top right corner of the page) and a schedule of assignments based upon the information you entered when you registered.

Select "Instructor" under the "Tools" Menu and notice that there are three main areas to the instructor tools, each listed in the table of contents. They are as follows:

### II.A. The Gradebook

My Gradebook allows you to view student performance. At midnight on the day an assignment is due, the system will calculate your student's scores and enter their grades into your gradebook.

		Assignments					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	No. 1	No. 2	No. 3	No. 4	No. 5	No. 6
<input type="checkbox"/>	Vanessa Cook	0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0
<input type="checkbox"/>	Gun Granath	0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0
<input type="checkbox"/>	Daniel Wood	0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0
<b>Average</b>		0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0	0%,0:0
							

The 'Manual Grade' (red and green arrow shown above) button will allow you to retrieve current grades for the entire class for Assignment No.1. If you prefer to manually retrieve a single student's grade, just click the score under an assignment.

Remember: Scores will only automatically be entered into your gradebook at midnight the day an assignment is due. Anyone displaying a "zero" after an assignment due date did not complete any work on time. So be warned: If you perform this 'manual grade' after an assignment due date, there will be no way of knowing whether an assignment was submitted on time.

### II.B. The Student Roster

The Student roster screen provides tools for communicating with your students via email. You can send an email to the entire roster, or to an individual student.

If for any reason you wish to remove a person from your course, you can delete them from your roster using the delete button. Doing so will remove that person's ability to sign in to the textbook supplement.

If you deleted a student by mistake, or if you wish to re-enroll them in your course, you can do so by entering their email address in the field provided. In order for the system to find the right person, it must be the same address the student used when creating their account.

### II.C. The Course Maintenance Screen

From the CM screen you can modify all aspects of your course, beginning with the title. Simply enter the new title in the course field provided and click 'update'.

You can also modify all aspects of the assignment schedule – assignment names, the release and due dates, and which lessons are included in an assignment. For your convenience, a default set of assignments loaded when you created your course<sup>1</sup>.

To change which lessons in the table of contents will make up an assignment, click the number in the “Covered Lessons” column. Then simply check or uncheck which lessons you would like to include in an assignment and click the ‘save material’ button

Of course it is also possible to delete an assignment, add new assignments and build a schedule from scratch by using the “Delete all Assignments” button.

### **II.C.1. Creating a new Course with the Same Material:**

Should you wish to run a different course, one with a unique assignment schedule and its own student roster and gradebook, you have the option of creating a brand new course from the CM screen.

Simply enter a title you would like to give the new course in the “Duplicate course” box, along with the start and end dates, as you did when you first registered. Click “Create New Course” and confirm your course creation by clicking “OK”

Log Out of the platform.

Once you have logged back in, return to the course maintenance area, locate your new course in the dropdown and begin editing the schedule. Keep in mind, this course has a unique code that you must distribute to students accordingly.

### **II.C.2. Creating a new Course with New Material:**

Just take the instructor serial number you used during your initial registration, return to [www.cpaexcel.com/register](http://www.cpaexcel.com/register) and repeat the process, remembering two important things:

1. Check the radio button next to the source material for an exam part you have not yet copied
2. Use the same email address that you entered the first time you registered.

You can repeat this process up to four times with the same serial number – once for each exam part

The staff of Efficient Learning Systems is committed to helping you get the most out of this software. If you experience any difficulties or have any further questions, we invite you to contact us in one of the following ways

Email - [support@efficientlearning.com](mailto:support@efficientlearning.com)  
Phone: N. America 888.884.5669  
Intl. 928.204.1066

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<sup>1</sup> Each default assignment covers a subsection of the AICPA exam content specification and corresponds to the same area covered by a Diagnostic exam. Therefore REG has 6 assignments and Diagnostic Exams, the other three exam parts have 5.